



REPUBLIKA NG PILIPINAS
PAMAHALAANG LUNGSOD NG MUNTINLUPA
KALAKHANG MAYNILA

Telephone no. 861-0181/ Fax: 862-6473
Email address: sangguniangpanlungsod2k16@gmail.com



ORDINANCE NO. 18-169

AN ORDINANCE ESTABLISHING THE COLEGIO DE MUNTINLUPA, DEFINING FOR THE PURPOSE, THE CURRICULAR PROGRAMS IN ENGINEERING, SCIENCE AND TECHNOLOGY AND APPROPRIATING FUNDS THEREFOR.

Sponsored by:

Hon. Coun. Stephanie G. Teves
Hon. Coun. Atty. Patricio L. Boncayao, Jr.
Hon. Coun. Bal Niefes
Hon. Coun. Allan Rey A. Camilon
Hon. Coun. Louisito A. Arciaga
Hon. Coun. Ivey Rhia Arciaga-Tadefa
Hon. Coun. Ma. Dhesiree G. Arevalo
Hon. Coun. Christine May A. Abas
Hon. Coun. Marissa Cole-Rongavilla
Hon. Coun. Mark Lester M. Baes
Hon. Coun. Lucio B. Constantino
Hon. Coun. Rafael T. Sevilla
Hon. Coun. Victor L. Ulanday
Hon. Coun. Grace B. Gonzaga

WHEREAS, the fundamental law of the land mandates that the State shall protect and promote the right of all citizens to quality education at all levels and shall take appropriate steps to maintain a complete, adequate and integrated system of education relevant to the needs of the people and society and shall encourage non-formal, informal and indigenous learning systems, as well as self-learning, independent and out-of-school study programs particularly those that respond to community needs;

WHEREAS, Sec. 458 (5) (X) of R.A. 7160, otherwise known as the Local Government Code of 1991, provides that "Subject to the availability of funds and to existing laws, rules and regulations, establish and provide for the operation of vocational and technical schools and similar post-secondary institutions and, with the approval of the Department of Education Culture and Sports, and subject to existing law on tuition fees, fix and collect reasonable fees and other educational institutions supported by the city government.

WHEREAS, the City Government envisions to establish a college which is institutional, sustainable and not affected by any change in leadership(n).

WHEREAS, the City Government of Muntinlupa aims to develop scientific, technological and vocational efficiency among its constituents through an institution of learning conformably with the pertinent policies, standards and guidelines under CHED Memorandum Order No. 32, Series of 2006;

WHEREAS, the City in adherence to the avowed mandate of the Constitution of the Philippines and the Local Government Code has declared a policy to realign the educational system of the City toward the desired accelerated national economic growth, as well as fine tune with the fast changing technological development in the global environment;



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WHEREAS, the City recognizes its responsibility to provide access and equitable distribution opportunities for Filipinos to acquire higher education under an institution characterized with quality and excellent school administration, facilities, library and laboratories, instruction, research and community service, and faculty and non-teaching personnel development programs;

WHEREAS, the City of Muntinlupa is endowed with rich natural and human resources, the prudent utilization and preservation of this will step up its development towards a sustainable economic growth;

WHEREAS, the City of Muntinlupa, being a progressive community in the South, the site of many commercial establishments, needs educated manpower of varied professions, specifications and/or skills;

WHEREAS, the establishment of *Colegio De Muntinlupa* aims to offer in the City baccalaureate degrees in engineering, architecture, courses for newly emerging industries and creative industries, and other degrees designed to meet the manpower demand and other relevant needs of the City and neighboring towns that will hasten the development of the City and thereby contribute to the meaningful realization of national goals. *Its operation shall not in any manner compete, but rather complement, with the Pamantasan ng Lungsod ng Muntinlupa;*

NOW, THEREFORE, BE IT RESOLVED, AS IT IS HEREBY RESOLVED, by the 8th Sangguniang Panlungsod of Muntinlupa, to authorize the **Hon. City Mayor, Atty. Jaime R. Fresnedi**, to enter into any and all agreements, execute any and all documents, and do any all acts and things as he may deem just and proper to effectuate the creation of *Colegio De Muntinlupa* for the best interest of the City and its constituents.

SECTION 1. This Ordinance shall be known as the CHARTER of the technological college of the City of Muntinlupa to be known as **COLEGIO DE MUNTINLUPA** and shall be situated in Barangay Sucat, Muntinlupa City.

SECTION 2. Objectives of the Colegio. The *Colegio* shall primarily provide higher and globally competitive technological, professional and vocational instruction and training in, such as but not limited to, architecture, engineering, sciences, fisheries, and technology, as well as short-term technical or vocational courses, as the Board of Trustees may deem necessary to meet the demands of an emerging industrial society and shall promote researches in the exploitation and conservation of the natural resources, and other scientific and technological fields, as well as maintenance of ecological balance in the City.

SECTION 3. Admission to the Colegio. Every deserving and qualified student shall not be denied admission to the *Colegio* by reason of age, sex, ethnic consideration, religious belief, or political affiliation.



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SECTION 4. Colegio as body corporate. The COLEGIO DE MUNTINLUPA constitutes a body corporate and as such is endowed with the attributes of perpetual succession of a corporation and possessed with such powers which pertain to a college to be exercised in conformity with the provisions of its Charter and the Corporation Code of the Philippines. The *Colegio* shall have the following corporate powers:

- a) to sue and be sued;
- b) to contract and be contracted with;
- c) To own and hold such real and personal property as shall be necessary for corporate purposes;
- d) To receive real and personal property by gift, devise or bequest: to adopt a seal and alter the same;
- e) To adopt bylaws, rules and regulations;
- f) To exercise all the general powers of a corporation under the Corporation Code;
- g) To have a continuous succession in its corporate name;
- h) To have and use a corporate seal;
- i) To exercise such powers as are granted by the Sangguniang Panlungsod of Muntinlupa, subject to the limitations provided in this ordinance and other pertinent laws; and
- j) To perform all such acts as may be necessary in furtherance of its purposes.

SECTION 5. Composition of The Board of Trustees - The governing body and corporate powers of the *Colegio* shall be vested in and exercised by the Board of Trustees composed of the following:

- 1) The City Mayor who shall automatically be the Chairperson of the Board of Trustees, He will be the Presiding Officer in every meeting of the Board of Trustees;
- 2) The College President shall Act as the Presiding Officer of the Board of Trustees in the absence of the Chairperson;
- 3) The Chairperson of the Sanggunian Committee on Education,
- 4) The City Budget Officer (ex-officio) with no voting rights
- 5) The Regional Director for the Department of Science and Technology (DOST);
- 6) The President of the Faculty Association;
- 7) The President /representative of an accredited business or industry;
- 8) The President of the Supreme Student Council/Government;
- 9) The President of Alumni Association (to be filled-up later)

SECTION 6. Board Secretary. The Board of Trustees shall have a Board Secretary who shall be appointed by the Chairperson and whose term of Office is co-terminus with the Chairperson. He/she shall likewise serve as the Execom Secretary.



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SECTION 7. Term of Office. The Members of the Board of Trustees shall have the following term of office:

- 1) The Chairman/Chairperson – during his/her term as City Mayor;
- 2) The College President – for a term of four (4) years, subject to reappointment;
- 3) The Chairperson, Sanggunian Committee on Education during his/her term of office as Councilor;
- 4) The City Budget Officer for a term of four (4) years.
- 5) The Director of the Department of Science and Technology (DOST) during his/her tenure as Director of DOST;
- 6) The President/representative of an accredited business or industry shall serve for a term of two (2) years.
- 7) The President of the Supreme Student Council/Government shall serve during his/her term of office;
- 8) The President/representative of the faculty shall serve during his/her term of office.
- 9) The President of the Alumni Association shall serve during his/her term of office.

SECTION 8. Vacancies in the Board. In case of vacancy in the Board of Trustees by reason of resignation, removal from office, death or any other incapacity of one or more of its members, such vacancy shall be filled up by appointment by the Chairman of the Board.

SECTION 9. Compensation - The members of the Board of Trustees/Execom shall serve without compensation except for reasonable allowances or per diem as may be authorized by the Board of Trustees.

SECTION 10. Executive Committee - The Executive Committee, hereinafter referred to as the Execom, is hereby created for the purpose of carrying out and exercising the regular functions and powers, which may be lawfully delegated, of the Board of Trustees and composed of the following:

- a) The **College President** who shall be the Presiding Officer at every meeting of the Execom.
- b) The Chairperson of the Committee on Education of the Sangguniang Panlungsod;
- c) The Faculty Representative of the University;

SECTION 11. Execom Acts and Resolutions. All acts and resolutions approved by the Ex-Com shall be ratified by the Board of Trustees. Important matters affecting the administrative and/or academic affairs of the Colegio shall be reported to the Board of Trustees thru the Chairperson.



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SECTION 12. Quorum. A quorum of the Board of Trustees shall consist of majority of all the members of the Board. All processes against the Board of Trustees shall be served on the **College** President or Secretary thereof.

SECTION 13. Allowances of the Board in Meetings. The Members of the Board of Trustees shall be entitled to a reasonable allowance of at least Five Thousand Pesos (P5,000.00) per meeting actually attended, provided, that they shall be reimbursed for actual and necessary expenses incurred in attendance of meetings and other official business authorized by resolution of the Board.

SECTION 14. Additional Powers and Duties of the Board. The Board of Trustees, in addition to its general powers of administration and the exercise of all the powers of a corporation as provided in Batas Pambansa Blg. 68 otherwise known as the Corporation Code of the Philippines, in suppletory application, shall have the following powers and duties:

- a) To receive and appropriate for the purpose specified by law such sums as may be provided for the support of the *Colegio*;
- b) To confer degrees upon successful candidates for graduation. It may also confer honorary degrees upon persons in recognition of learning, statesmanship or eminence in any of the fields of specialization of the Colleges, or in recognition of public service, provided, that such degrees shall not be conferred in consideration of or to reciprocate some personal favor;
- c) To authorize the College President to award proficiency certificates or diplomas to students who have completed non-degree courses;
- d) To organize academic units and courses as may be necessary to meet the economic, technological, and social needs of the City Government;
- e) To create Plantilla positions as may be deemed necessary and to confirm the appointment by the City Mayor of academic and administrative officials, faculty and employees of the *Colegio*, to fix their compensations, hours of service, and to perform such other duties and conditions as it may deem proper; to grant to them, in its discretion, leaves of absences under such regulations as it may promulgate, any provisions of existing laws to the contrary notwithstanding; and to remove them for cause after an investigation and hearing.
- f) To approve the curricula and rules of discipline drawn by the College Council as hereinafter provided;
- g) To fix tuition fees, matriculation fees, graduation fees, laboratory fees, and such other fees and charges;



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- h) To provide fellowships for qualified faculty members; and to provide scholarships for deserving students;
- i) To prescribe rules for its own governance and to enact for the government of the Colegio such rules and regulations, not contrary to law, as may be necessary to carry out the purpose and functions of the Colegio;
- j) To receive in trust legacies, gifts, and donations of real and personal property of all kinds, to administer the same for the benefit of the Colegio, or of any department thereof, or for aid to any student or students, in accordance with the directions and instructions of the donor, and in default thereof, in such manners as the Board of Trustees in its description determine.
- k) To import duty free commodities for educational purposes as an exemption to existing laws;
- l) To authorize the *Colegio* to undertake construction and/or repair of its building, machinery and equipment and other facilities subject to existing laws, rules and regulations.
- m) To provide vocational training to adult citizens and out-of-school youths; and
- n) To acquire sites or campuses and to provide facilities and improvements as may be necessary.
- o) To promulgate policies in accordance with the declared State policies on higher education as well as the pertinent policies, standard and thrust of the CHED, R.A. 722 and other pertinent laws(n).*
- p) To develop academic arrangement and linkages for institutional capability building with appropriate institutions and agencies, public and private, local and foreign(n).*
- q) To institutionalize research and extension programs(n).*
- r) To designate the members of the Search Committee based on the policy/criteria to be formulated by the board, composed of three (3) members, nominated by the board to be appointed by the City Mayor, who will be tasked with the search of the College President (n);*
- s) To nominate the College President, for appointment by the City Mayor, upon recommendation of the search committee(n).*
- t) To invite representatives from other government or private entities or resource person(s)(n).*



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SECTION 15. THE SEARCH COMMITTEE and its function(n).

Six (6) months before the expiration of the term of office of the incumbent President, the governing board shall constitute a Search Committee for President which shall be composed of representatives appointed by the City Mayor.

SECTION 16. Funds- The Governing Board shall appropriate adequate funds to finance the activities of the SCP(n).

SECTION 17. Procedure for the Search. The Search Committee may be constituted based on the policy to be formulated by the board(n).

SECTION 18. Notice of Vacancy. Within ten (10) days upon its constitution, the SCP shall cause the publication of the notice of vacancy for President in a newspaper of local or general circulation and by posting in conspicuous places in the province/city/municipality where the local HEI is located(n).

SECTION 19. Qualifications for Presidency- Applicants for College President must have the necessary academic background, a holder of appropriate earned doctoral degree and must have at least five (5) years of relevant administrative and academic experience(n).

SECTION 20. Selection of qualified candidates. Within a period of thirty (30) days after the deadline for submission of applications, the Search Committee shall screen the applicants and select therefrom the three (3) most qualified candidates for the position of the President(n).

SECTION 21. Submission of Nominees. The SCP shall submit to the Governing Board the top three (3) qualified candidates within 24 hours after the selection(n).

SECTION 22. Appointment of the President. The Governing Board shall rank from the three (3) most qualified candidates submitted by the SCP for appointment as President to the City Mayor.

SECTION 23. Powers and Functions of the President. The President of the Colegio shall discharge the following functions(n):

1. To recommend to the Board of Trustees, professors, instructors lecturers and other employees and their corresponding compensation, hours of service, and such other duties and condition; and to recommend the removal of employees for cause after due notice and investigation.
2. To approve leaves of absences of professors, instructors, lecturers and other employees.



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3. To recommend to the Board of Trustees the courses of study and rules of discipline drawn up by the College Council and the rates of tuition fees, matriculation fees, graduation fees, and all special fees and charges.
4. To recommend to the Board of Trustees candidates for fellowships and scholarships.
5. To make a monthly report to the Chairman/Chairperson of the Board and/or to the Board of Trustees on any matter within the knowledge, whether or not the same relates to the operation or administration of the Colegio.
6. To preside in the Committee of Discipline and such, to actively participate in the resolution of grievances and complaints against any student or any college official, to have access to confidential information obtained during the investigation progress and to report the results thereof to the Chairman of the Board and/or the Board of Trustees.
7. To promulgate and enforce rules and discipline governing the officers, faculty, teaching, and non-teaching personnel;
8. To coordinate and monitor the assigned tasks and program components of the different departments to ensure compliance and efficient operation of the Colegio.
9. Upon confirmation of the Board of Trustees, to receive in trust, legacies, gifts, land grants and donations of real and personal property of all kinds and to administer the same for the benefit of the Colegio or for aid of any students in accordance with the direction of the donor and in such manner as the Board of Trustees may in its discretion determine.
10. To perform such other functions and duties as the Chairman/ Chairperson of the Board or the Board of Trustees may assign.

SECTION 24. Detailed Progress Report. On or before the fifteenth day of the third month after the opening of regular classes each year and every quarter thereafter, the Board of Trustees shall file with the Office of the Mayor a detailed report on the progress, conditions and needs of the Colegio.

SECTION 25. Board of Trustees. The regular meetings of the Board of Trustees shall be held every three (3) months at the Colegio de Muntinlupa or any other place in Muntinlupa City.

SECTION 26. Board of Trustees Special Meetings. In the exigency of circumstances, the special meetings of the Board shall be held at the Colegio de Muntinlupa or any other designated place in the country, upon call of the Chairman/ Chairperson or majority of the Board of Trustees members (**as amended**).

SECTION 27. Execom Meetings - Execom meetings shall be held at the Colegio de Muntinlupa or any other place in Muntinlupa City, once every week, provided it shall not exceed four (4) times a month.

The President and other members of the Execom shall be entitled to P1,000.00 allowance in every actual meeting attended.



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SECTION 28. Notices. Notices of the time and place of the meetings of the Board of Trustees and Execom shall be given personally or by mail, at least 3 days before the dates set for such meeting.

SECTION 29. Quorum. A quorum for any meeting of the Board of Trustees and Execom shall consist of the majority of the members and a majority of such quorum may decide any question raised in the meeting.

SECTION 30. Order of Business. The Order of Business of the meetings of the Board of Trustees shall be as follows:

- a) Roll Call;
- b) Call to Order;
- c) Approval of the Minutes of the Previous Meetings;
- d) Ratification of All Acts and Resolutions Approved by the Ex-Com;
- e) New Business;

SECTION 31. Voting. Each Board of Trustees/Ex-Com shall be entitled to one (1) vote and no proxy is allowed.

SECTION 32. College Council. There shall be a College Council with the College President as Chairman/Chairperson and all academic staff with a rank not lower than Deans or Program Chairs and heads of different units or offices as members. The Council shall have the power to prescribe/recommend the curricula and rules of discipline, subject to the approval of the Board of Trustees. It shall fix the requirements for admission to the *Colegio*, as well as for graduation and conferment of the degrees subject to review by the Board of Trustees. The Council alone shall have the power to recommend students or others to be recipients of degrees or certificates. The Council, through its duly authorized committee, or the *College President* shall have disciplinary power over the students within the limits prescribed by the rules of discipline.

SECTION 33. Faculty. The body of instructors and professors of the *Colegio* shall constitute the faculty of the *Colegio*.

All other appointments for the position at the *Colegio de Muntinlupa* must conform to the qualifications and standards prescribed by the Civil Service Commissions (CSC) and Commission on Higher Education (CHED).

SECTION 34. Non-Teaching Personnel. The non-teaching personnel shall be composed of *Colegio de Muntinlupa* employees performing non-teaching functions.

SECTION 35. Ex-Officio Treasurer. The City Treasurer shall be the ex-officio treasurer of the *Colegio* and all accounts and expenses therefor shall be audited by the Commission on Audit or its duly authorized representative.



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SECTION 36. Plantilla Positions. *Plantilla positions shall be created pursuant to the Board of Trustees Resolution No. 1, Series of 2018, inclusive of all positions indicated in the attached organizational structure, such as but not limited to the faculty, librarian, guidance counselor, registrar and a nurse as mandated under CSC Memorandum Circular No. 10, Series of 2012 and other pertinent laws to discharge their respective roles and functions as may be determined by the Board of Trustees(as amended).*

SECTION 37. Apparatus, equipment and supplies, detail of personnel. The Department Heads of the City Government are hereby authorized to purchase, upon such request of the City Mayor and President of the *Colegio*, apparatus, equipment or supplies as may be needed by the *Colegio* and to detail employees for duty therein, when in the judgment of the Department Head such employees can be detailed without serious detriment to the public service. Employees so detailed shall perform such duties as required under such detail and the time so employed shall be counted as part of their regular official service.

SECTION 38. Students. The *Colegio de Muntinlupa* shall give preference in the admission of students to bona fide residents of Muntinlupa, subject to the qualifications/rules of admissions as may be approved by the Board of Trustees; provided, however, that no students shall be denied admission to the *Colegio de Muntinlupa* by reason of age, sex, nationality, religious belief or political affiliation. Non-residents of Muntinlupa may avail of special programs in the *Colegio* subject to qualifications/rules of admissions as may be promulgated by the Board of Trustees from time to time.

SECTION 39. Site of the Colegio. The parcel of land belonging to the City Government located at Barangay Sucat, Muntinlupa City covered by Transfer Certificate of Title No. 014-2016001007 consisting of **Sixteen Thousand Two Hundred Fifteen (16,215) square meters** more or less is hereby declared to be the future site for the establishment of "**COLEGIO DE MUNTINLUPA**". Provided, that should the *Colegio* cease to exist or be abolished or should such parcel of land aforementioned be no longer needed by the *Colegio*, the use thereof shall revert to the City Government.

SECTION 40. Funding. The City Government shall provide funds for the development of the site, the construction of buildings therein, and provided further, that such sum shall be appropriated by the City Government for the establishment, operation and maintenance of the *Colegio De Muntinlupa*. Thereafter, funds for the maintenance and operation of the *Colegio* shall be included in the annual appropriations of the City Government inclusive of the tuition fees which may be from time to time, determined by the Board of Trustees, Provided further, that any or all funds allotted and accruing to the *Colegio* shall pertain to the city coffers but shall be allocated to the *Colegio*, inclusive of any surplus or unappropriated amount at the end of each year.

SECTION 41. Revenues. As may be permitted by law, the *Colegio* is hereby authorized to generate revenue as may be necessary to raise the funds needed for the purpose aforementioned, subject to the approval of the Board of Trustees.



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SECTION 42. Reports. The Board of Trustees shall file with the Commission on Higher Education, the Department of Science and Technology, the Office of the City Mayor and the Sangguniang Panlungsod an annual detailed report on the progress, conditions and needs of the *Colegio*.

SECTION 43. Separability Clause. If any provision of this ordinance is held invalid or unconstitutional, any other provision not so affected shall continue to be valid and effective.

SECTION 44. Repeal and Amendment. All ordinances, resolutions, and orders contrary or inconsistent with the provisions of this Ordinance are hereby repealed or amended accordingly.

ENACTED, by the 8th Sangguniang Panlungsod of Muntinlupa this 28th day of May 2018, on its 74th Regular Session.

CONCURRED:

DISTRICT I:

COUN. ATTY. PATRICIO L. BONCAYAO, JR.
Member

COUN. BAL MEFES
Member

COUN. STEPHANIE G. TEVES
Member

COUN. ALLAN REY A. CAMILON
Member

COUN. LOUISITO A. ARCIAGA
Member

COUN. IVEE RHIA A. TADEFA
Member

DISTRICT II:

COUN. MARISSA C. RONGAVILLA
Member

COUN. MARK LESTER M. BAES
Member

COUN. LUCIO B. CONSTANTINO
Member

COUN. RAFAEL T. SEVILLA
Member



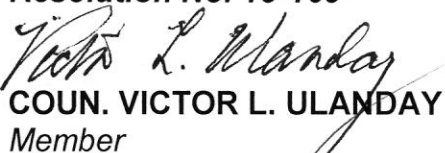
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COUN. VICTOR L. ULANDAY
Member


COUN. GRACE B. GONZAGA
Member

ABSENT:


COUN. RINGO A. TEVES
Member

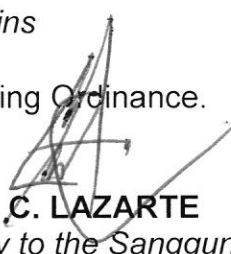
COUN. ALEXANDER B. DIAZ
Member

COUN. MA. DHESIREE G. AREVALO
Member

COUN. CHRISTINE MAY A. ABAS
Member

COUN. WALTER A. ARCILLA
Sectoral Representative
President
League of Barangay Captains

I HEREBY CERTIFY, as to the correctness of the foregoing Ordinance.


CECILIA C. LAZARTE
Secretary to the Sanggunian

ATTESTED:


CELSO C. DIOKO
City Vice-Mayor/Presiding Officer

APPROVED:


ATTY. JAIME R. FRESNEDI
City Mayor

Date: 13 JUN 2018


Norie/8th SP